mcis

MCIS Audit Authority User Guide

Table of Contents

INTRODUCTION **3**
How to use this guide 3
The Audit Authority on MCIS 3
LOGGING IN AND OUT OF MCIS **4**
Login 4
Logout 5
MCIS security 6
Keyboard shortcuts 6
NAVIGATION ON MCIS **7**
Top level tabs 7
Top level links 8
DATA VIEWER **9**
Overview 9
Data Viewer in Action 9
1. Project Search 10
2. Opening a project 11
3. Viewing Applicant project details 12
Project Profile 12
4. Viewing Aggregate Project Details 16
5. Searching for Organisations 19
6. Searching for Users 20
REPORT AUTHOR **21**
Overview 21
INTERNAL USER ADMINISTRATOR **22**
Overview 22
Being an Internal User Administrator 22
1. Adding an Audit Authority User 23
2. Editing an Audit Authority User 26
3. Deleting an Audit Authority User 28
4. Editing the Audit Authority Organisation 29

Introduction

How to use this guide

This user guide is designed to give an overview of all the key areas of functionality that relate to you as an Audit Authority user. The guide is broken down into clear sections so that you can pick out the functionality that you are interested in re-visiting, revising or reminding yourself of. The user guide can be used in conjunction with the online help within the MCIS system.

The Audit Authority on MCIS

The following roles are available to Audit Authority users:

- Data Viewer
- Report Author
- Internal User Administrator

The **Data Viewer** role in MCIS allows the user to:

- View all applicant projects and claims for **full** system users
- View aggregate project data for both **full and core** system users through the MCIS screens.

The **Report Author** role in MCIS allows the user to:

- Write ad-hoc Cognos reports on MCIS

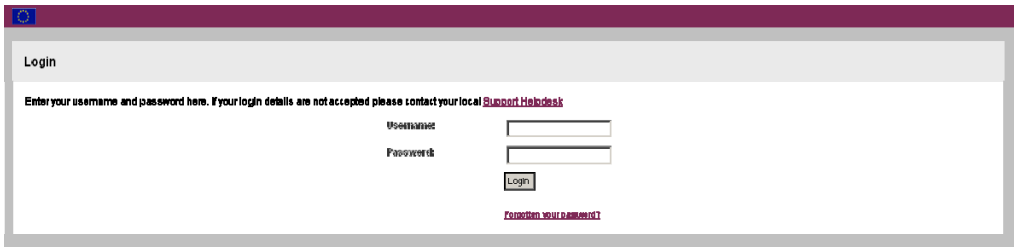
The **Internal User Administrator** role in MCIS allows the user to:

- Create Audit Authority users
- Edit and manage Audit Authority users
- Allocate roles for Audit Authority users.

Logging in and out of MCIS

Login

To log in to MCIS, go to the home page of the ERDF for England website - www.erdf.communities.gov.uk - and click on 'login'. The following screen will display.


Login
Enter your username and password here. If your login details are not accepted please contact your local Support Helpdesk
Username:
Password:
Login
Forgotten your password?

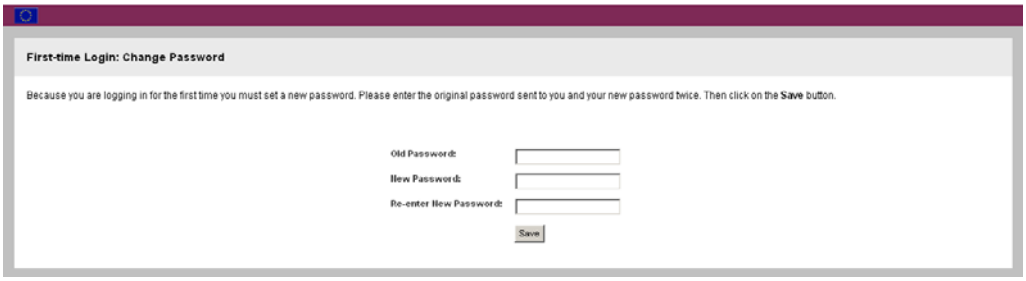
On the Login screen, to enter the system:

1. Enter your Government Gateway username and password that was sent to you via email.
2. Click on Login. Your home page will display.

First time log-in

The first time you login to MCIS as a new user, for security purposes you will be asked to change your password, and enter 2 security questions. These step help to protect your log-in details.

Change Password screen


First-time Login: Change Password
Because you are logging in for the first time you must set a new password. Please enter the original password sent to you and your new password twice. Then click on the Save button.
Old Password:
New Password:
Re-enter New Password:
Save

Your new password must conform to certain security rules, it must include:

- 6-12 characters
- At least one numeric character
- At least one special character i.e. a punctuation mark
- A combination of upper and lower case letters

Additionally, your password must not be a word found in the English Dictionary.

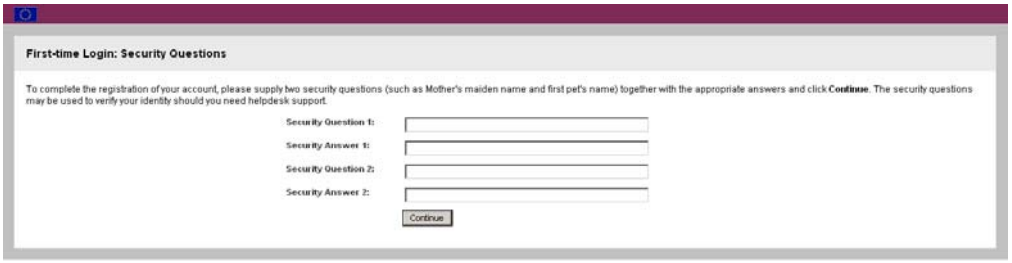
An example of a 'strong' password that complies with these rules is:

NG12_5hq OR HAN!nah1

Note: MCIS will prompt you to change your password every 3 months. A top tip is to increment the numeric part of your password each time you change it to correspond with the month and year, therefore you only have to remember the 'core' part of your password e.g. HAN!nah1108.

Security questions at first logon

You are now required to enter two security questions and answers. These will be used to validate your identity if you should forget your password in the future.


First-time Login: Security Questions
To complete the registration of your account, please supply two security questions (such as Mother's maiden name and first pet's name) together with the appropriate answers and click Continue. The security questions may be used to verify your identity should you need helpdesk support.
Security Question 1:
Security Answer 1:
Security Question 2:
Security Answer 2:
Continue

1. On subsequent logins, your Personal Page will display.

Notes:

- Once you are logged in, MCIS will not generally request further proof of your identity. It is therefore essential that you do not share your ID and password with anyone.
- If you have not received a MCIS ID and password prior to go-live contact your Intermediate Body MCIS helpdesk.
- For what to do if you forget, or want to change your password please see the MCIS guide to logging in – available on request.

Logout

Click on the Logout link in the top right navigation bar.

Testing - Version: 1.8.0.1674 | ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: 1NE Project Deliverer for: OneNorthEast
Home | Reporting | Page Help | Logout

MCIS security

Once you are logged into MCIS you will not be required to provide evidence of your identity again. Therefore it is very important that you do not leave PCs with access to MCIS open.

Use **Alt Ctrl Delete** and choose Lock Workstation.

Note: MCIS will only automatically log you out after four hours of inactivity.

Keyboard shortcuts

When you have MCIS open you can use standard keyboard shortcuts to move around the screens.

Home	Moves to the top of the page.
End	Moves to the bottom of the page.
Pg Up & Pg Down	Moves up or down one screen load.

Navigation on MCIS

When you have successfully logged in to MCIS, your Task list (also known as the Home Page) is the first page to display.

This is the main hub on MCIS for most users, but as an AA user you're roles are limited, and you will never get tasks appearing in this list.

Top level tabs

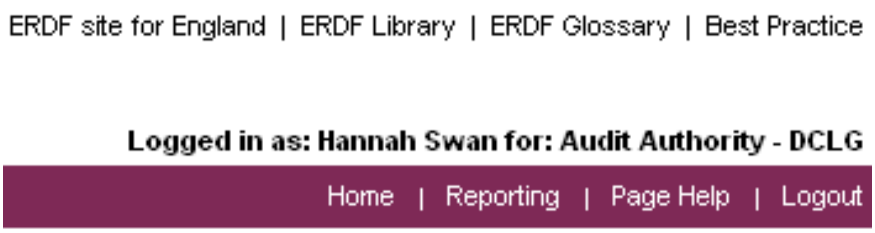
From your home page a number of tabs will be visible to you which allow you to navigate to key areas of the system. Which tabs are displayed depends on the MCIS role(s) you have been allocated.

An overview of each tab is provided in the table below. Detailed descriptions follow in subsequent sections of this guide.

Tab	Click on this to….
Tasks	…display your home page. For AA users this will not contain any tasks, but it serves as a useful way of returning to these top level tabs.
Projects	…search for and open a project and view detailed information, including claim schedule and offer screens.
Programme	…view a summary screen for all regional and aggregate programmes. From there you can access detailed programme information.
Organisations	…search for and view organisations on MCIS.
Users	…search for and view users on MCIS.
Personal Details	…view and edit personal details, including your password.

Top level links

Whatever screen you have open, the two set of links shown below will be available in the top right hand corner of the page.


ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: Hannah Swan for: Audit Authority - DCLG
Home | Reporting | Page Help | Logout

A description for each link is provided in the table below.

Link	Click on to….
Home	…display your Home page and Tasks list.
Reporting	…access the MCIS reporting tool, Cognos ReportNet. The reporting tool will open in a separate window. A number of standard and tailored reports are available to all users. Users with the Report Author role are able to create reports and ad hoc queries. Remember to close the pop up window when you have finished using Reporting.
Page Help	…open the on-line help. Help is available on all screens and will open in a separate window. Remember to close the pop up window when you have finished using Page Help.
Logout	…log out of, and close, MCIS.
ERDF for England	…open the home page of the central website for ERDF in England, maintained and managed by the Department for Communities and Local Government.
ERDF Library	…view a range of ERDF documentation and guidance held on the ERDF for England website.
ERDF Glossary	…open a handy glossary of ERDF terms.
Best Practice	…open the ‘Best Practice’ section on the ERDF website.

Data Viewer

Overview

The data viewer role in MCIS allows the user to view all of the data available in MCIS for both the Core and Full users. Users can select any regional programme and for all regions view their aggregate data, and for full systems users, view their applicant project data too. If the user wishes to view the Core system users project data they must run a Cognos Report available via the Reporting link on the top right hand-side of the screen. Cognos reporting will be discussed further on page 20.

Who is allocated this role?

The Data Viewer role can be allocated to an Intermediate Body user, a Managing Authority user, or an Audit Authority user. However, an Intermediate Body user will only be able to view the applicant projects within their own regional programme, and not the projects from other regions.

What functions can this role perform?

The Data Viewer role is a view only role. A user who has been allocated just this role will not be able to make any amendments to any project data. However this role can be given to a user who has also been allocated a role that does allow them to make amendments.

Data Viewer in Action

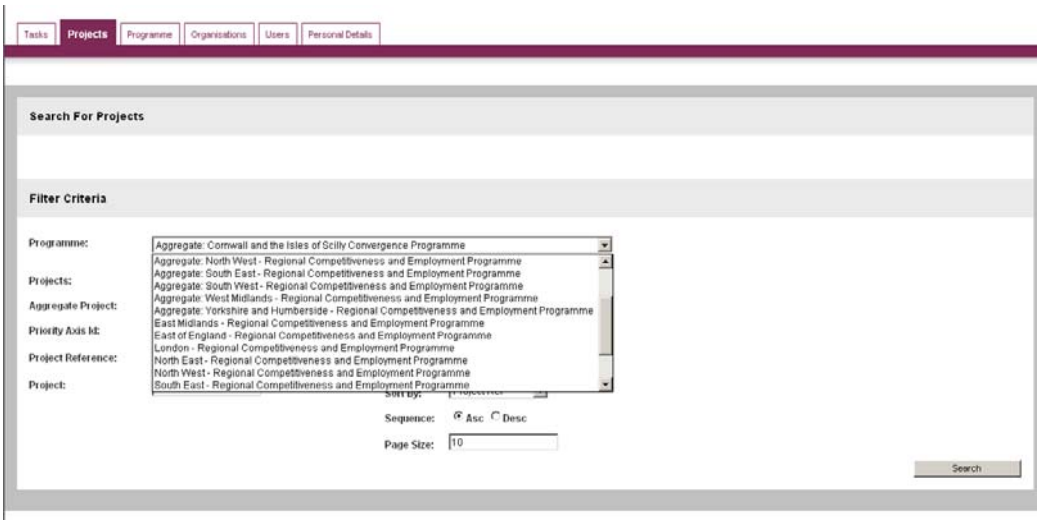
This section of the user guide aims to cover the main functionality that the Audit Authority Data Viewer will need to be able to do in order to utilise the role. They include:

- Searching for applicant project from different regional Programmes
- Opening applicant projects
- Viewing the details of the applicant projects
- Viewing the details of the aggregate projects
- Searching for, and viewing organisations
- Searching for, and viewing users

1. Project Search

To display this screen click on the Projects tab. Use the drop-down box in the Programme field to select the regional programme from you wish to view applicant projects.

Note: Selecting the Aggregate Programme for any region will return the aggregate project data only. You can not access the applicant projects if you select the Aggregate Programme.

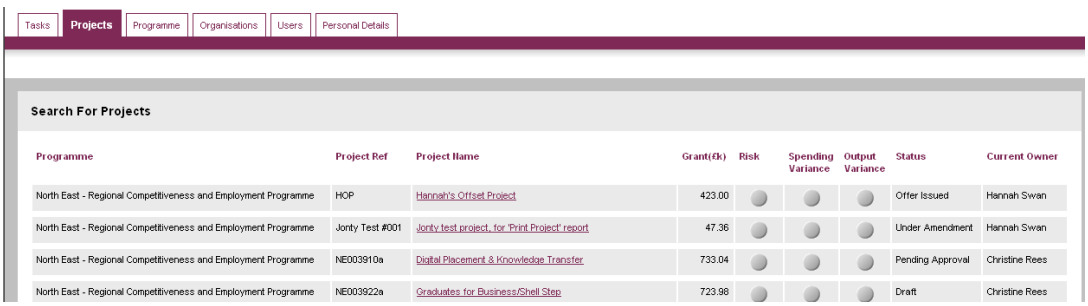

Tasks
Projects
Programme
Organisations
Users
Personal Details
Search For Projects
Filter Criteria
Programme:
Projects:
Aggregate Project:
Priority Axis Id:
Project Reference:
Project:
Aggregate: Cornwall and the Isles of Scilly Convergence Programme
Aggregate: North West - Regional Competitiveness and Employment Programme
Aggregate: South East - Regional Competitiveness and Employment Programme
Aggregate: South West - Regional Competitiveness and Employment Programme
Aggregate: West Midlands - Regional Competitiveness and Employment Programme
Aggregate: Yorkshire and Humberside - Regional Competitiveness and Employment Programme
East Midlands - Regional Competitiveness and Employment Programme
East of England - Regional Competitiveness and Employment Programme
London - Regional Competitiveness and Employment Programme
North East - Regional Competitiveness and Employment Programme
North West - Regional Competitiveness and Employment Programme
South East - Regional Competitiveness and Employment Programme
Sequence:
Asc
Desc
Page Size:
10
Search

Enter data into the subsequent fields, or use the drop-down boxes, as required. If you wish to search for all projects insert an asterisk (*) into the 'Project' field and all projects in MCIS, for the selected programme, will be returned. This is the 'wild-card' function and can be used in all of the search engine functionality.

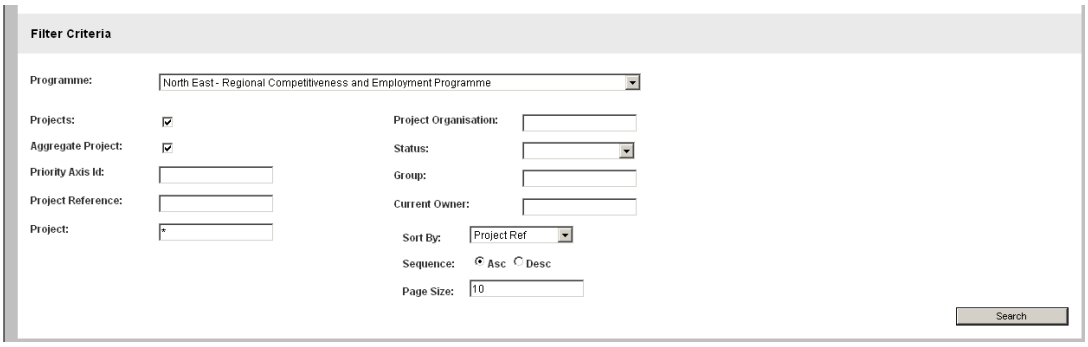
Click 'Search' when you have entered as many search criteria as desired.

Search Results

Projects will be returned as shown below.



Below the returned projects is a filter criteria by which you can ‘cut-down’ the projects returned to display only those that you wish to view, i.e. all projects with a status of ‘financially complete’.

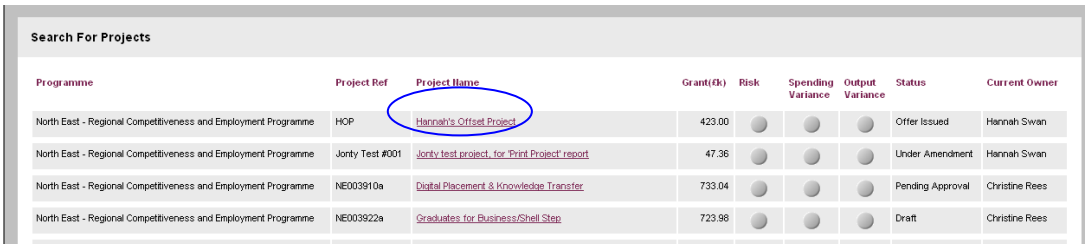


Click ‘search’ to view all the projects with the newly selected criteria.

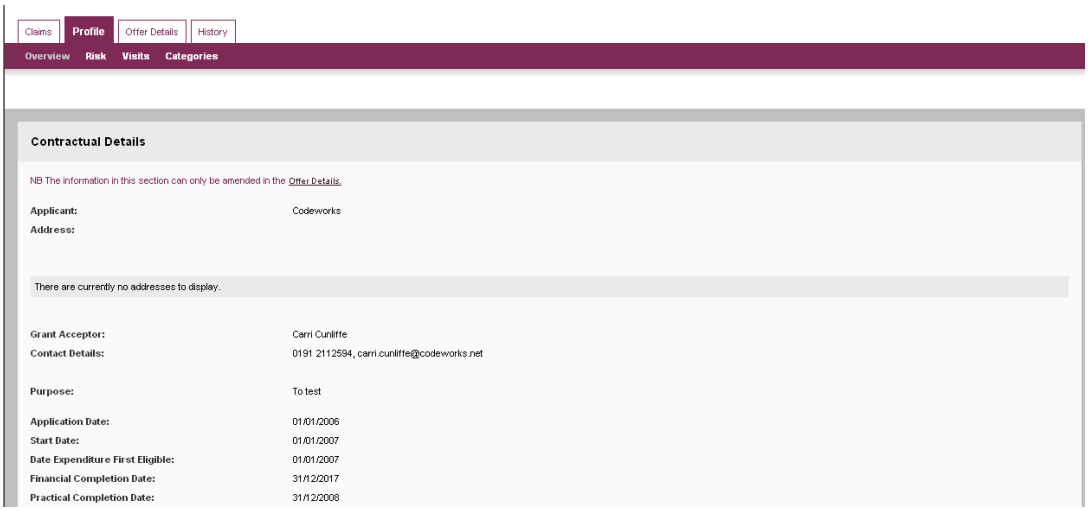
2. Opening a project

The layout and data fields in a project are dependent on whether it is an applicant project, or an aggregate project. However, the navigation through the screens is largely the same. The following pages take the user through opening an **applicant** project, from a **full-system** user.

To open a project that has been returned in the project search, click on the Project Name hotlink.



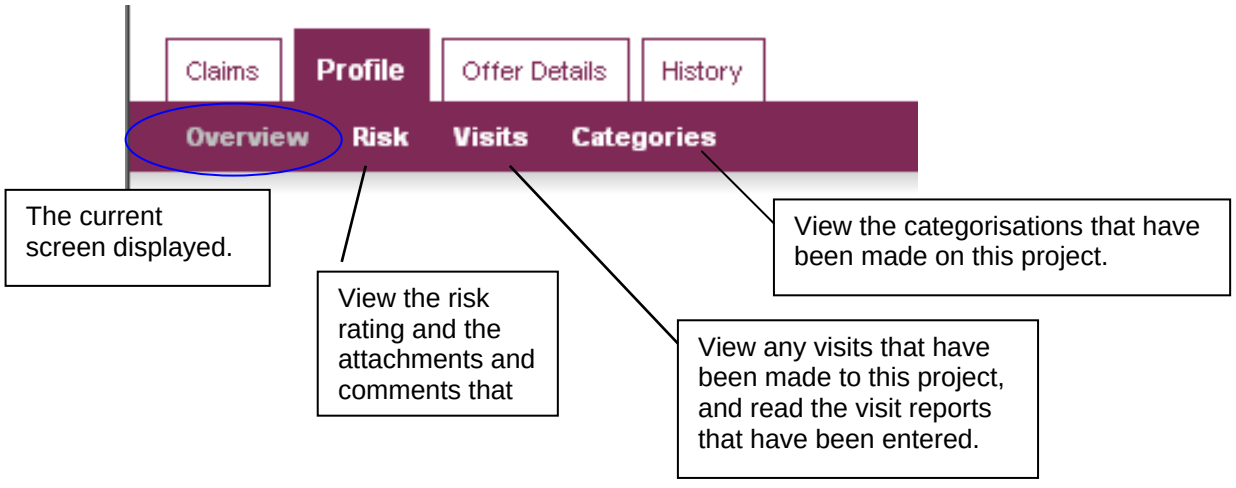
The Project Profile displays.



3. Viewing Applicant project details

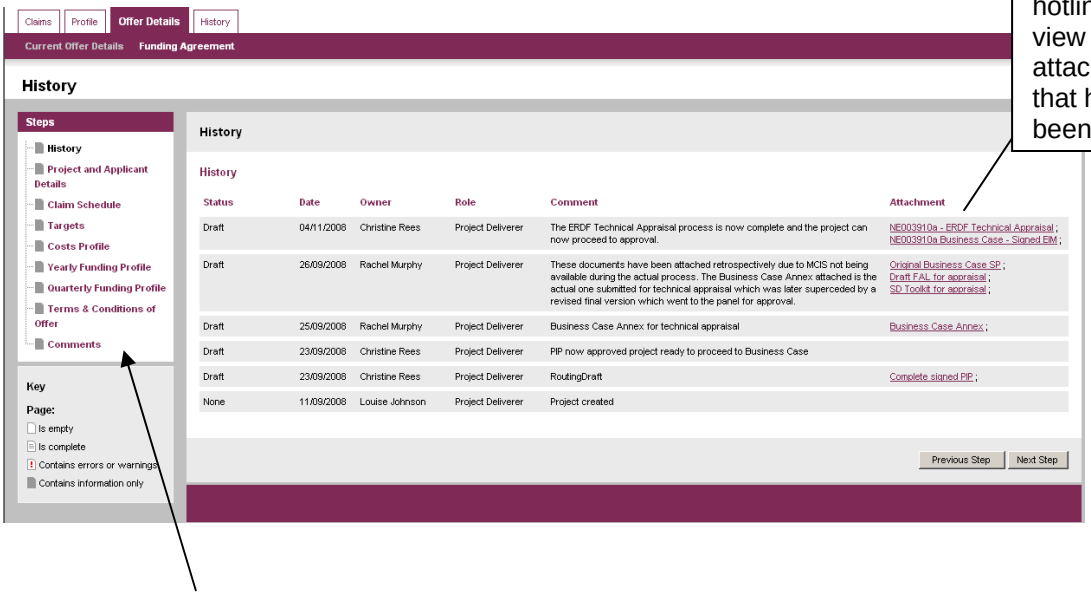
From the Project Profile page you can navigate around the project using the 'new' top level tabs.

Project Profile


Claims
Profile
Offer Details
History
Overview
Risk
Visits
Categories
The current screen displayed.
View the risk rating and the attachments and comments that
View any visits that have been made to this project, and read the visit reports that have been entered.
View the categorisations that have been made on this project.

Offer Details Tab

The History of the project is the first screen you are taken to after selecting 'Offer Details'. This page lists, in chronological order, the statuses that the project has gone through and the roles and users which have been involved in making the project live, and editing it.



Click on the attachment hotlinks to view the attachments that have been added.

Use the links in the Step box to view the contractual agreement between the Intermediate Body and the applicant.

Project and Applicant Details - A summary of Project Details including key project dates and applicant contacts.

Claim Schedule- A list of all the claim periods for the project; including the claim 'Type' ie Interim, Progress Only, or Final; the claim 'Status' ie Paid, or Pending Approval; and the claim due date. Claim periods can either be Monthly or Quarterly. For projects with more than one priority axis, separate claim schedules will be produced, and can be viewed by scrolling down the page.

Targets - The Targets page lists all the targets which the project is aiming to achieve across the life of the project. Targets are separated into Priority axis, and then again into 'Results', 'Impacts' and 'Outputs'. For each target indicator the number the applicant aims to achieve, in each year of the project, is listed.

Costs Profile - The Costs Profile lists, by Priority Axis, all of the cost categories for the project. These will have been selected from a set list of cost categories. The costs are split into Capital and Revenue (where applicable), and are displayed for each year of the project.

Yearly Funding Profile – The Yearly Funding Profile displays the proportion of the project costs that will be covered by ERDF grant and the amount that

will be covered by matched funding; this is the Grant Rate. The grant rate will be used in all applicant claims to calculate how much grant should be paid, in relation to the expenditure for that period. The Yearly Profile is displayed by capital and revenue, and by year.

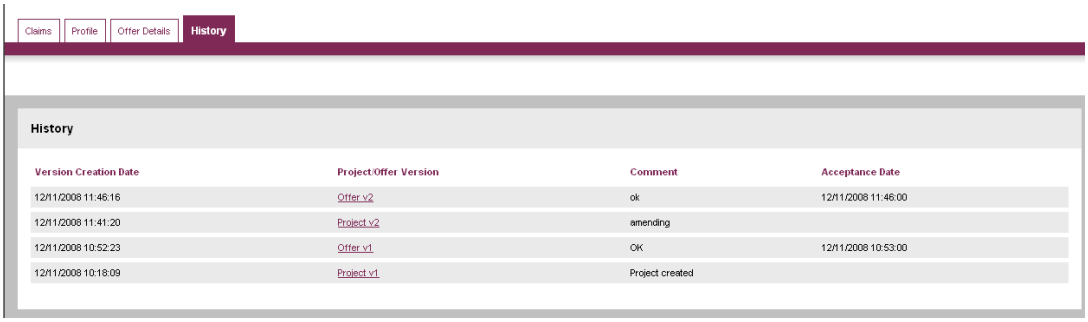
Quarterly Funding Profile – The Quarterly Funding Profile is a breakdown of the Yearly Funding Profile. This can be flexed by the Intermediate Body so that the applicant receives more grant at a certain point in the year, so long as the annual grant overall rate remains the same as the project grant rate.

Terms and Conditions of Offer - If the intermediate body has added any additional terms or conditions to the funding agreement then these will be listed here. If the project requires an annual or final audit then this will be indicated. The name of the intermediate body contact for this project will also be displayed should you need further details about the project. Additionally detailed here is the 'retention rate'; this is the percentage of the grant that will be 'withheld' until a final audit or project closure assessment has been conducted.

Note: The 'Funding Agreement tab' is part of the future functionality in MCIS; here there will be a link to the Cognos Reporting tool whereby you will be able to access an electronic version of the contractual funding agreement.

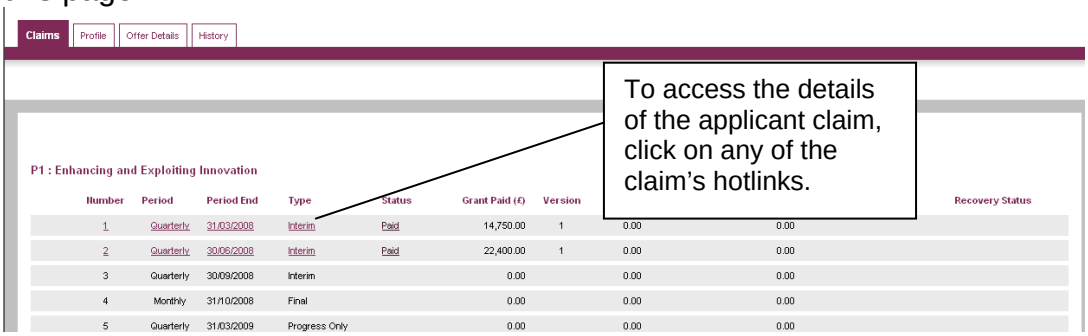
History Tab

The Project History page allows the user to view, and open, previous versions of the funding agreement. Each version of the project is marked with the version creation date, the users comment, and the date the version was accepted. You can access the project data by clicking on the version hotlink.



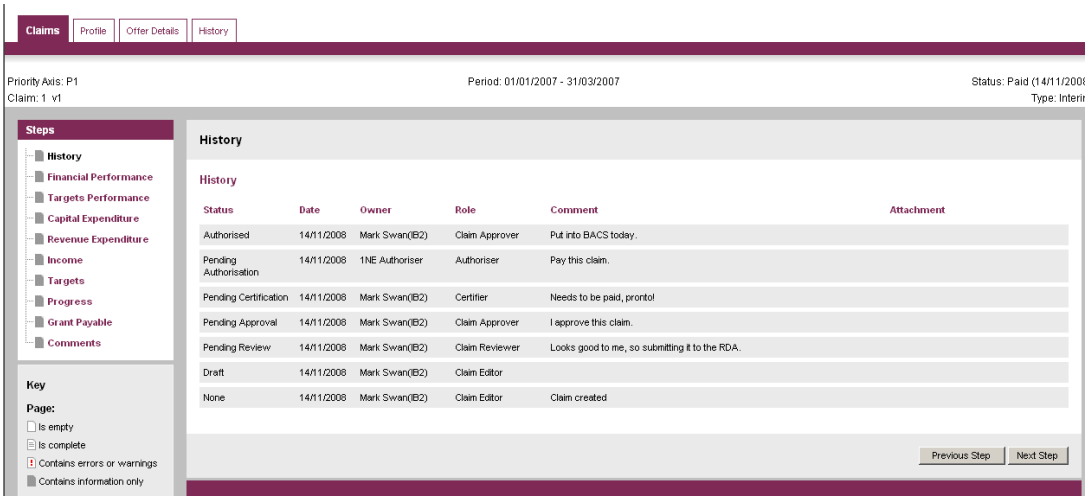
Claims Tab

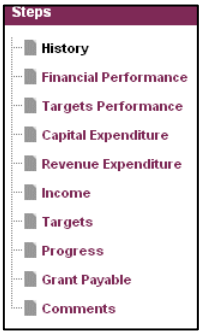
The claims tab displays the projects' claim schedule. This is a list of all of the claim periods in the project. The claim schedule is split by priority axis. For multi-priority axes projects the claim schedules will be listed sequentially on this page.


Claims
Profile
Offer Details
History
To access the details of the applicant claim, click on any of the claim's hotlinks.
P1 : Enhancing and Exploiting Innovation
Number
Period
Period End
Type
Status
Grant Paid (£)
Version
Recovery Status
1 Quarterly 31/03/2008 Interim Paid 14,750.00 1 0.00 0.00
2 Quarterly 30/06/2008 Interim Paid 22,400.00 1 0.00 0.00
3 Quarterly 30/09/2008 Interim 0.00 0.00 0.00
4 Monthly 31/10/2008 Final 0.00 0.00 0.00
5 Quarterly 31/03/2009 Progress Only 0.00 0.00 0.00

Note: You are able to view any claim that has already been drafted, or processed, but you are not able to view a claim that has not yet been started by the claim editor, i.e. in the example above you are able to view either of the paid claims, but not claim number 3.

The claim will open onto the Claim History page.

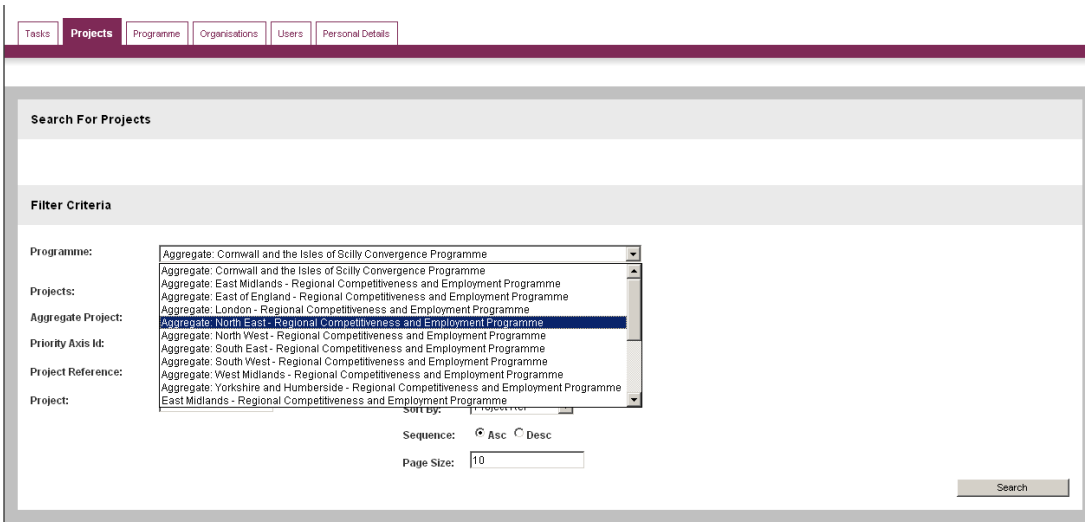




Use the step navigation pane to view the pages of the claim you wish to see in more detail. These can be selected in any order, but will always be in a view-only mode.

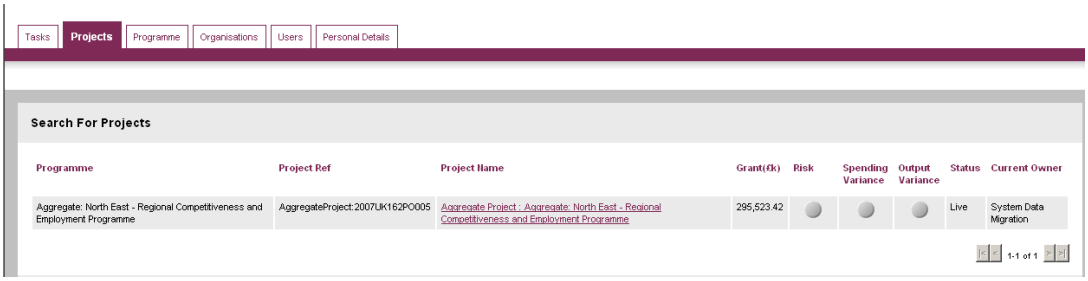
4. Viewing Aggregate Project Details

The process to view the Aggregate project is similar to that of the Applicant Project. However, you must select the **Aggregate Programme** at the Project Search step, rather than the Regional Programme.


Tasks
Projects
Programme
Organisations
Users
Personal Details
Search For Projects
Filter Criteria
Programme:
Projects:
Aggregate Project:
Priority Axis Id:
Project Reference:
Project:
Aggregate: Cornwall and the Isles of Scilly Convergence Programme
Aggregate: Cornwall and the Isles of Scilly Convergence Programme
Aggregate: East Midlands - Regional Competitiveness and Employment Programme
Aggregate: East of England - Regional Competitiveness and Employment Programme
Aggregate: London - Regional Competitiveness and Employment Programme
Aggregate: North East - Regional Competitiveness and Employment Programme
Aggregate: North West - Regional Competitiveness and Employment Programme
Aggregate: South East - Regional Competitiveness and Employment Programme
Aggregate: South West - Regional Competitiveness and Employment Programme
Aggregate: West Midlands - Regional Competitiveness and Employment Programme
Aggregate: Yorkshire and Humberside - Regional Competitiveness and Employment Programme
East Midlands - Regional Competitiveness and Employment Programme
Sequence:
Asc
Desc
Page Size:
10
Search

Click **Search**.

Only one project will be returned; this is the aggregate project.



Click on the **Project Name** hotlink to return the details of the Aggregate Project.

Note: The Aggregate Project details pages are organised, and accessed in exactly the same way as for the applicant project.

The Project Profile page will be displayed.

Profile Tab

The user can view the **Risk**, **Visits** and **Categories** associated with the aggregate project.

Offer Details Tab

The user can view the aggregate project **Offer Details**.

The Offer Details screens can be viewed by clicking on the hotlinks in the Step box on the left-hand side of the screen, or by clicking the **Next Step** button.

Aggregate Project Details - A summary of the Aggregate Project Details including key project dates and the priority axis associated with the region.

Claim Schedule- A list of all the claim periods for the project; including the claim 'Type' i.e. Interim, or Final; the claim 'Status' i.e. Paid, or Pending Approval; and the claim due date. Claim periods can either be Monthly or Quarterly, but most aggregate schedules are set up to be Monthly claiming.

Targets - The Targets page lists all the targets which the aggregate project is aiming to achieve across the life of the project. Targets are separated into Priority axis, and then again into 'Results', 'Impacts' and 'Outputs'. For each target the number the Intermediate Body aims to achieve, in each year of the project, is listed.

Costs Profile - The Costs Profile lists, by Priority Axis, all of the costs of the Aggregate Project. They are split into Capital or Revenue, and are displayed for each year of the project.

Yearly Funding Profile – The Yearly Funding Profile displays the proportion of the project costs that will be covered by ERDF grant, and the amount that will be covered by matched funding; this is the Grant Rate. The grant rate for the Intermediate Body is fixed by the European Commission, unlike the grant rate given to the Applicant organisation, which can be decided by the Intermediate Body. The Yearly Profile is displayed by capital and revenue, and by year.

Quarterly Funding Profile – The Quarterly Funding Profile is a breakdown of the Yearly Funding Profile. This is simply the annual total, divided by 4.

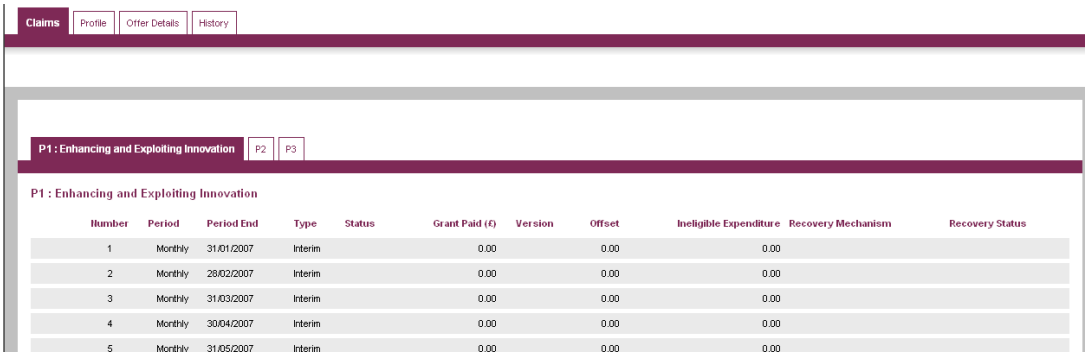
Terms and Conditions of Offer – This page does not relate to the Aggregate Project, and can be ignored.

History Tab

The History tab does not relate to the Aggregate Project. For applicant projects this monitors the amendments that are made to a project, but the aggregate project will not be amended.

Claims Tab

The claim schedule for the aggregate project lists all of the claim periods for the life of the Programme. The claim schedules for each of the regions priority axes can be viewed by selecting the tabs across the top of the claim schedule.

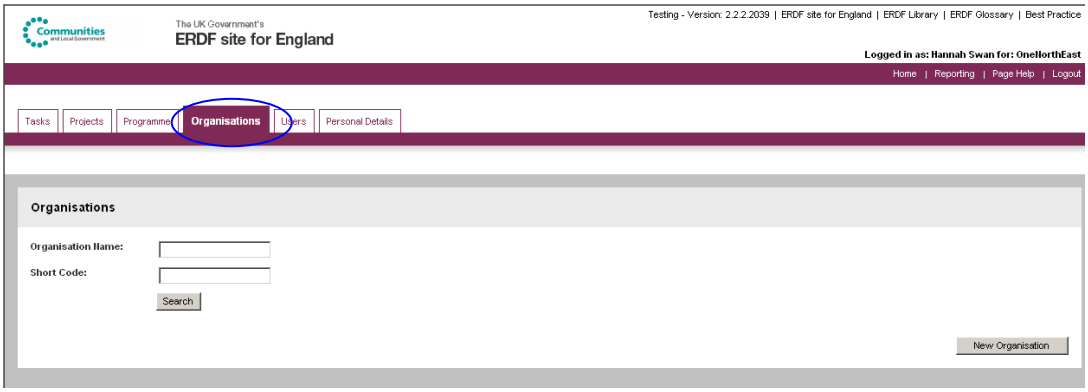

Claims
Profile
Offer Details
History
P1 : Enhancing and Exploiting Innovation
P2
P3
P1 : Enhancing and Exploiting Innovation
Number Period Period End Type Status Grant Paid (€) Version Offset Ineligible Expenditure Recovery Mechanism Recovery Status
1 Monthly 31/01/2007 Interim 0.00 0.00 0.00
2 Monthly 28/02/2007 Interim 0.00 0.00 0.00
3 Monthly 31/03/2007 Interim 0.00 0.00 0.00
4 Monthly 30/04/2007 Interim 0.00 0.00 0.00
5 Monthly 31/05/2007 Interim 0.00 0.00 0.00

Note: The claim schedule for the aggregate project includes claim periods from the start of the programme, i.e. January 2007. These claims will be processed as null-value claims up until the regions first ‘real’ aggregate claim.

5. Searching for Organisations

Any applicant or Intermediate body organisation, and their respective users, can be searched for and their details viewed.

To search for an organisation, select the 'Organisation' tab from the 'top-level' tabs.



Enter the Organisation name and/or the organisation short-code, and click **Search.** If you only know a section of the organisation name, or short-code you can utilise the wild-card function by entering an asterisk (*) either side of the known characters, e.g. *North East* would return all organisations with 'North East' in the title:

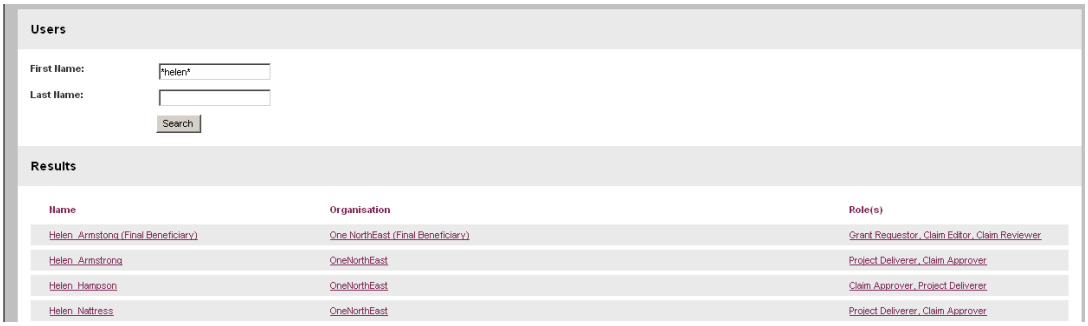
Note: To search for **all** users, enter a single asterisk into either field.

Once you have found the organisation you wish to view, click on the Organisation hotlink in order to view the details.

6. Searching for Users

The search for a **User** works in exactly the same way as for organisations. Select the 'User' tab from the top-level tabs.

The page below, displays. Enter the details of the user you wish to search for into the given fields. Once again, if you only know one of the names, or a segment of the name, use the wild-card function (*), and click **Search**.



To view the user's details click on the hotlink of the **name** of the user.

For each user you are able to view:

- contact details
- the programme(s) they are affiliated with
- the project(s) they are affiliated with
- And the MCIS roles they have been allocated.

All of the user information will be in read-only mode, and cannot be edited.

Report Author

Overview

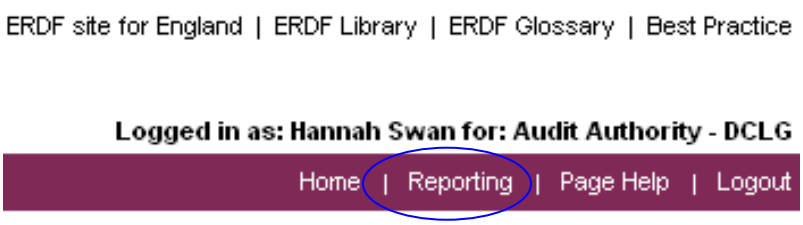
The Report Author allows the user to be a Cognos report writer. There is a Cognos Report link in MCIS that can be accessed by any user to view these reports. However you must have the Report Author role, to write **new** reports.

What actions can this role perform?

If you have been allocated the Report Author role you are able to write new ad-hoc Cognos reports for MCIS. You do not have to have this role to view existing reports in Cognos; these can be viewed by any user. The report Author role should be given once the user has had some preliminary training in Cognos report writing.

Once a new report has been written it is then stored in Cognos and can be viewed by any user.

You can access Cognos at any point whilst in MCIS, by clicking on the Reporting hotlink on the top right-hand side of the MCIS screen.


ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: Hannah Swan for: Audit Authority - DCLG
Home | Reporting | Page Help | Logout

Who is allocated this role?

The report Author role cannot be given to a user on its own; it must be allocated alongside another MCIS user role. It is advised that the Data Viewer role is useful for this purpose.

Internal User Administrator

Overview

The internal user administrator is responsible for the management of the Audit Authority users, and the Audit Authority as an organisation, in MCIS.

Who is allocated this role?

This role should be allocated to any Audit Authority user who is, or could be, in a position whereby they would need to update user information, change or update roles, or need to delete users from the system.

What functions can this role perform?

This role is only able to edit details of Audit Authority users, and the Audit Authority organisation. The user will be able to view the details of other users and organisations, but they will be in a read-only mode.

Being an Internal User Administrator

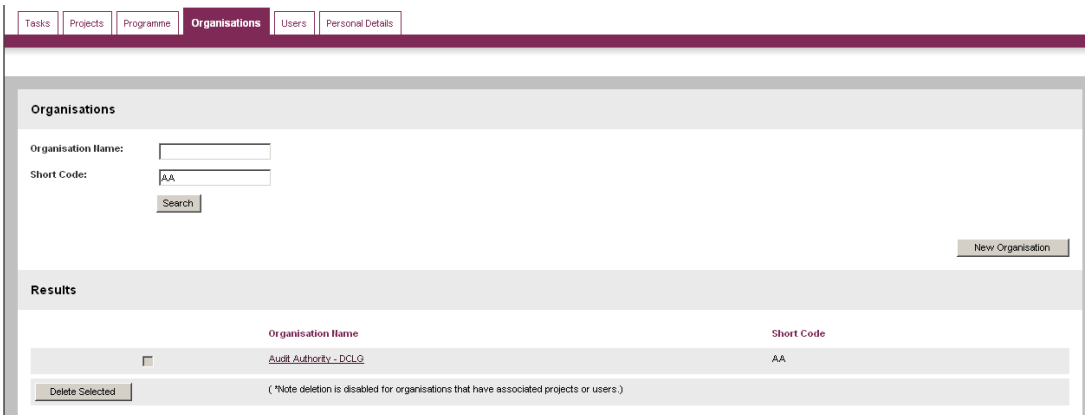
This section of the user guide aims to cover the main functionality that the Audit Authority Internal User Administrator will need to be able to do in order to utilise the role. They include:

- Adding an Audit Authority User
- Editing an Audit Authority User
- Deleting an Audit Authority User
- Editing details of the Audit Authority as an organisation

1. Adding an Audit Authority User

In order to add a user you must first search for the organisation you wish to add the user to. As an Audit Authority user you are only able to add a user to your own organisation.

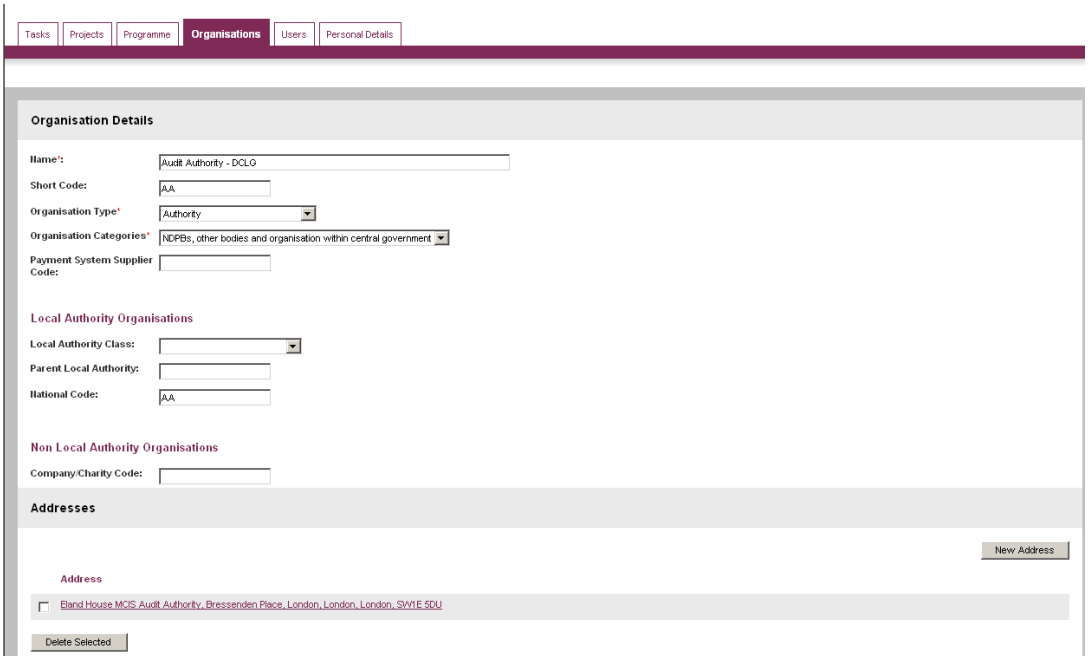
The short-code for the Audit Authority is ‘AA’; you can type this into the short-code field to quickly find your organisation.



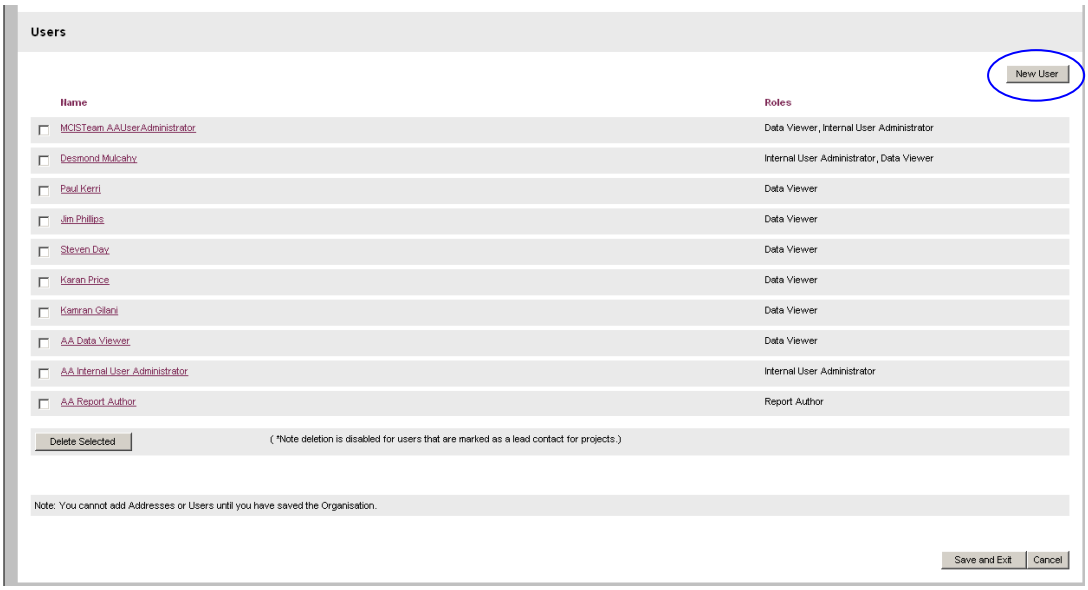
Open the Audit Authority organisation details by clicking on the Audit Authority hotlink.

The **Organisation Details** page displays.

- The first half of the screen lists information about the Audit Authority organisation.



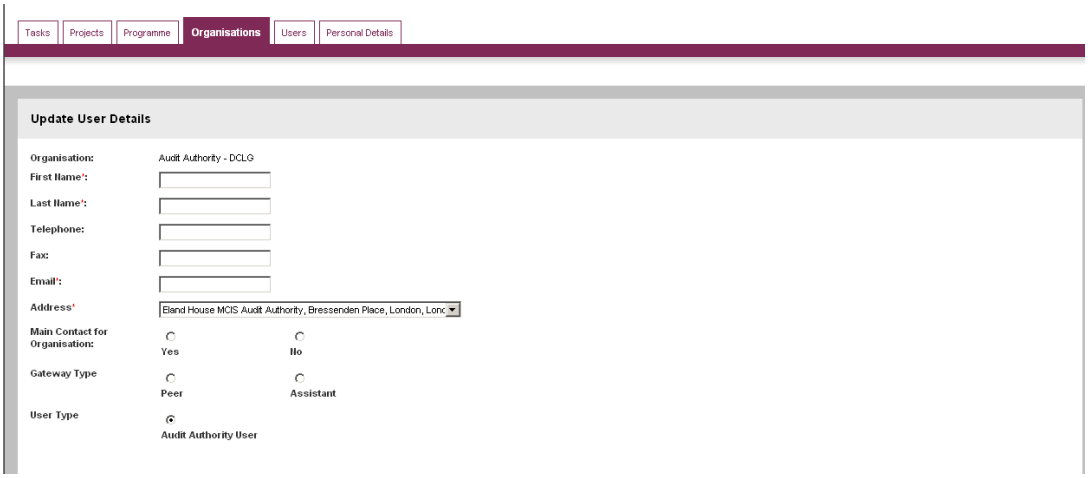
- The second half of the page displays a list of all existing MCIS Audit Authority users.



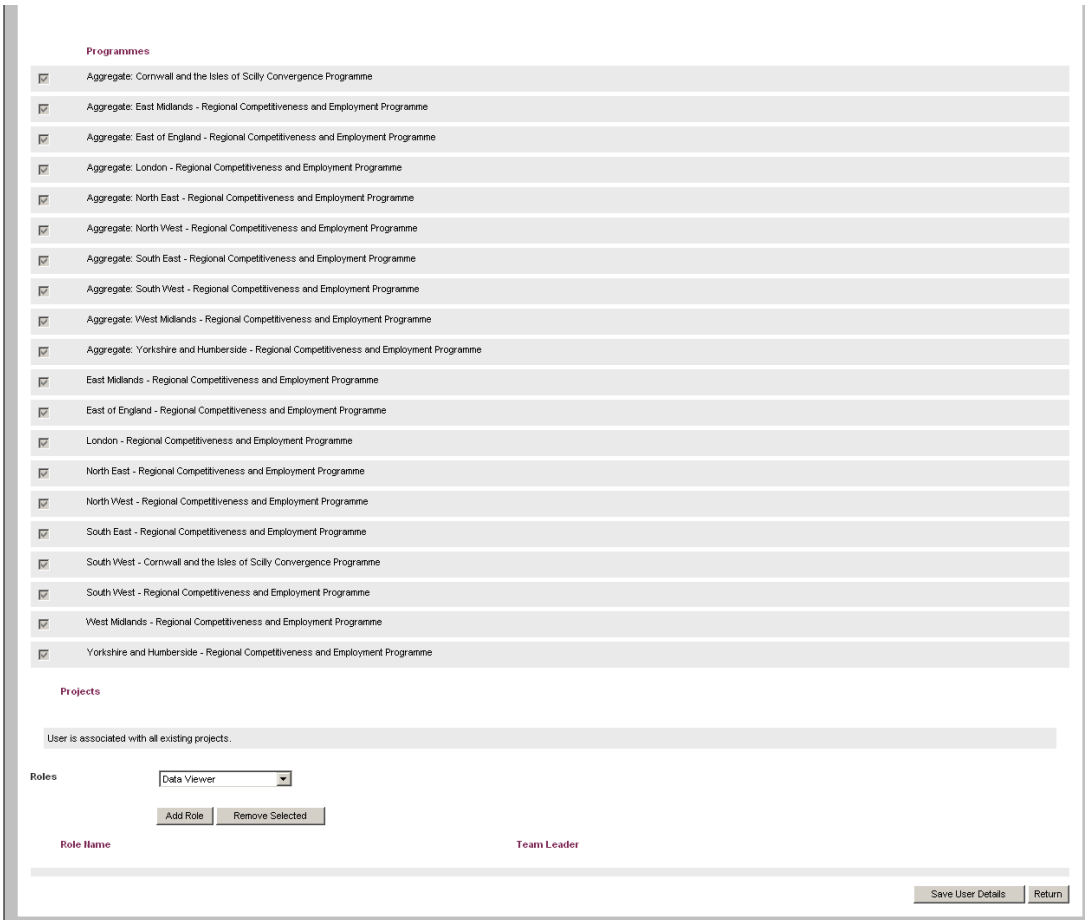
To add a new user, click on the ‘New User’ button above the list of existing users.

The **Update User Details** page displays;

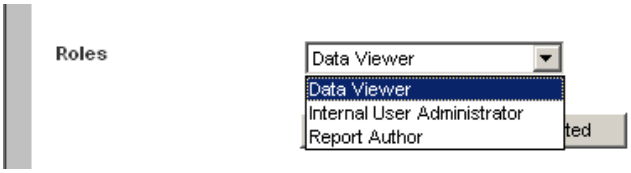
- The top half of the screen requires the user to add the name and contact details of the new Audit Authority user.



- The second half of the screen displays information about what Programmes the user will be able to view. As an Audit Authority user, all programmes and applicant projects are available to be viewed, and therefore these boxes are greyed out, and cannot be deselected.


Programmes
Aggregate: Cornwall and the Isles of Scilly Convergence Programme
Aggregate: East Midlands - Regional Competitiveness and Employment Programme
Aggregate: East of England - Regional Competitiveness and Employment Programme
Aggregate: London - Regional Competitiveness and Employment Programme
Aggregate: North East - Regional Competitiveness and Employment Programme
Aggregate: North West - Regional Competitiveness and Employment Programme
Aggregate: South East - Regional Competitiveness and Employment Programme
Aggregate: South West - Regional Competitiveness and Employment Programme
Aggregate: West Midlands - Regional Competitiveness and Employment Programme
Aggregate: Yorkshire and Humberside - Regional Competitiveness and Employment Programme
East Midlands - Regional Competitiveness and Employment Programme
East of England - Regional Competitiveness and Employment Programme
London - Regional Competitiveness and Employment Programme
North East - Regional Competitiveness and Employment Programme
North West - Regional Competitiveness and Employment Programme
South East - Regional Competitiveness and Employment Programme
South West - Cornwall and the Isles of Scilly Convergence Programme
South West - Regional Competitiveness and Employment Programme
West Midlands - Regional Competitiveness and Employment Programme
Yorkshire and Humberside - Regional Competitiveness and Employment Programme
Projects
User is associated with all existing projects.
Roles
Data Viewer
Add Role
Remove Selected
Role Name
Team Leader
Save User Details
Return

The ‘Roles’ section allows the user to add the MCIS roles to the new users MCIS account. The roles available to an Audit Authority user are ‘Data Viewer’, ‘Report Author’ and ‘User Administrator’.



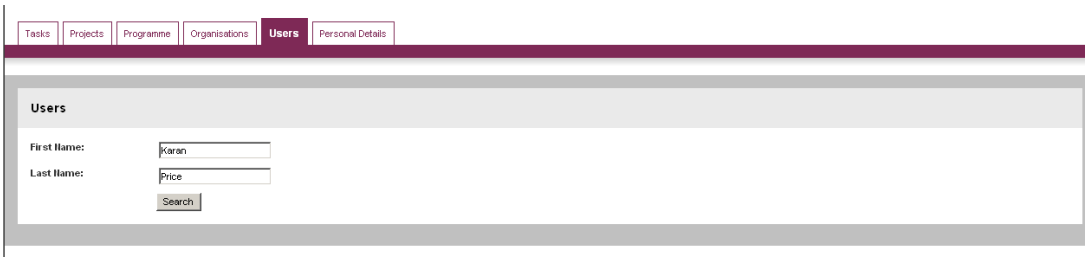
Use the drop-down box to view these roles, select one and click ‘Add role’. If you wish to add another, repeat this process until all desired roles are added.

Click ‘Save User Details’.

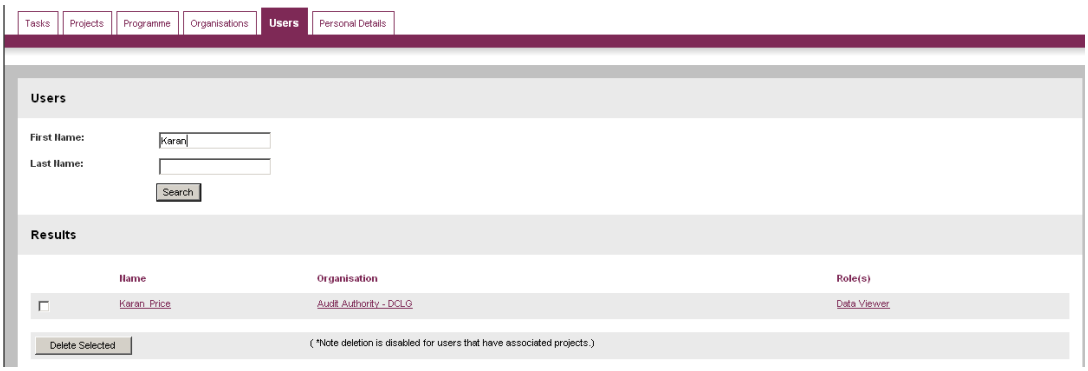
If you make a mistake, use the tick-boxes alongside the role, and click ‘Remove Selected’.

2. Editing an Audit Authority User

To edit an Audit Authority user's details, either search for the organisation and select the user from the list of Audit Authority users or, alternatively, search directly for the user via the User search engine.



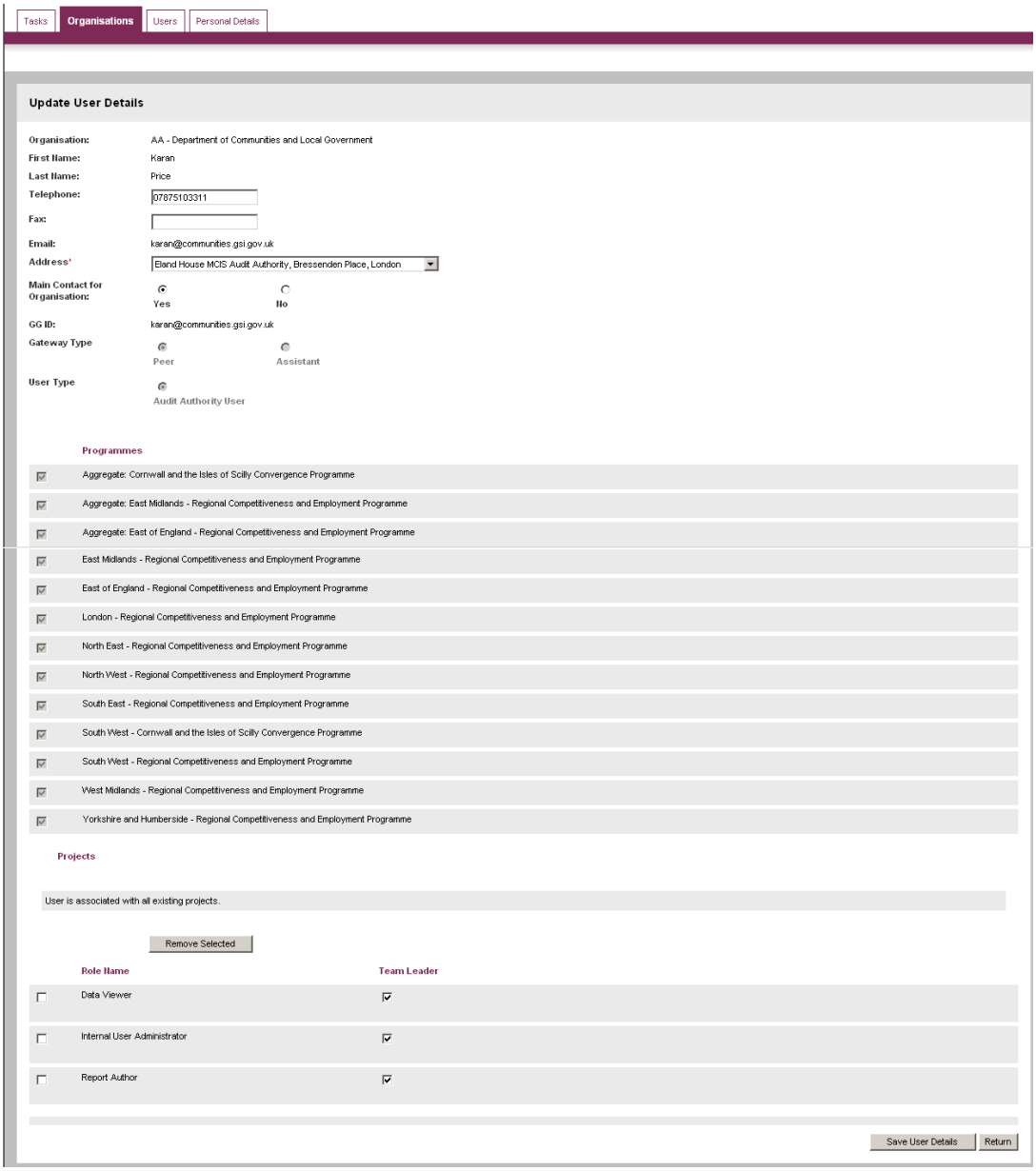
Click 'Search'.



Select the user via the **Name** hotlink. The user's details will be displayed.

The internal user administrator is able to update and edit contact details and the roles which the user is allocated.

The users email address is not editable, and neither is the user's forename and surname. If changes to either of these are required, the user will have to be deleted, and re-added.


Tasks
Organisations
Users
Personal Details
Update User Details
Organisation: AA - Department of Communities and Local Government
First Name: Karan
Last Name: Price
Telephone: 07875103311
Fax:
Email: karan@communities.gsi.gov.uk
Address*: Eland House MCIS Audit Authority, Bressenden Place, London
Main Contact for Organisation: Yes No
GG ID: karan@communities.gsi.gov.uk
Gateway Type: Peer Assistant
User Type: Audit Authority User
Programmes
Aggregate: Cornwall and the Isles of Scilly Convergence Programme
Aggregate: East Midlands - Regional Competitiveness and Employment Programme
Aggregate: East of England - Regional Competitiveness and Employment Programme
East Midlands - Regional Competitiveness and Employment Programme
East of England - Regional Competitiveness and Employment Programme
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North West - Regional Competitiveness and Employment Programme
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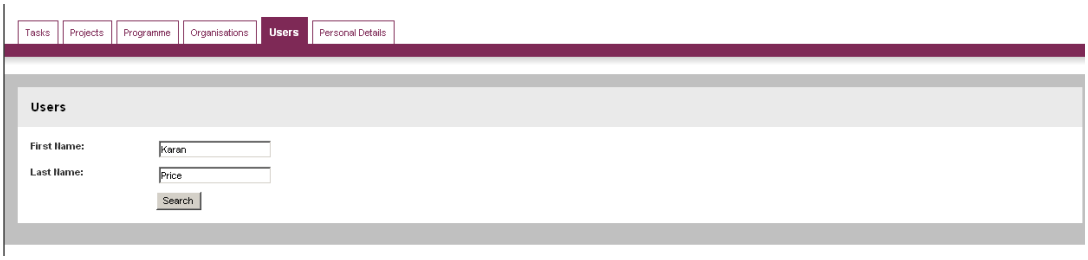
South West - Cornwall and the Isles of Scilly Convergence Programme
South West - Regional Competitiveness and Employment Programme
West Midlands - Regional Competitiveness and Employment Programme
Yorkshire and Humberside - Regional Competitiveness and Employment Programme
Projects
User is associated with all existing projects.
Remove Selected
Role Name
Team Leader
Data Viewer
Internal User Administrator
Report Author
Save User Details
Return

To delete a role, use the tick box alongside the user, and click **Remove Selected**.
To add a role, use the drop-down box, select the role, and click **Add Role**.

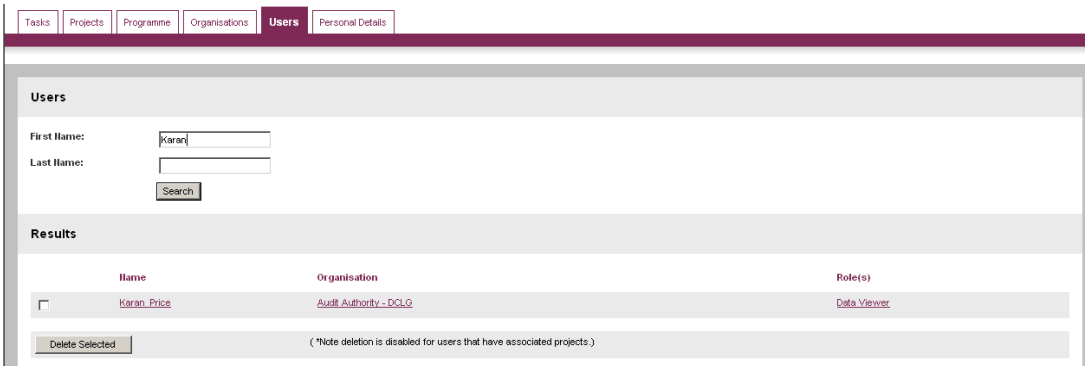
After any changes are made, click **Save User details**.

3. Deleting an Audit Authority User

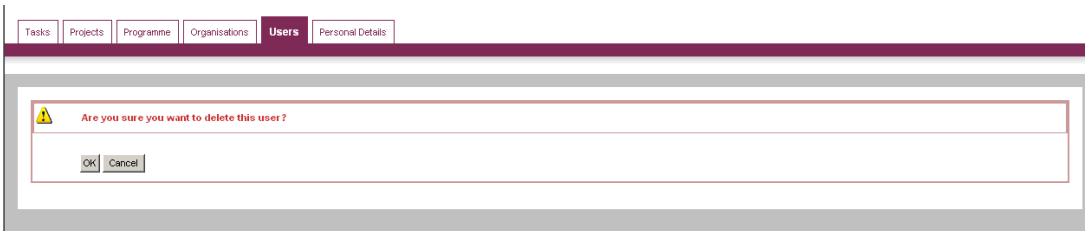
To delete an Audit Authority user, either search for the organisation and select the user from the list of Audit Authority users or, alternatively, search directly for the user via the User search engine.



Click ‘Search’.



Select the tick-box next to the name of the user, and click **Delete Selected**. MCIS will then ask you to confirm that you wish to delete the selected user.

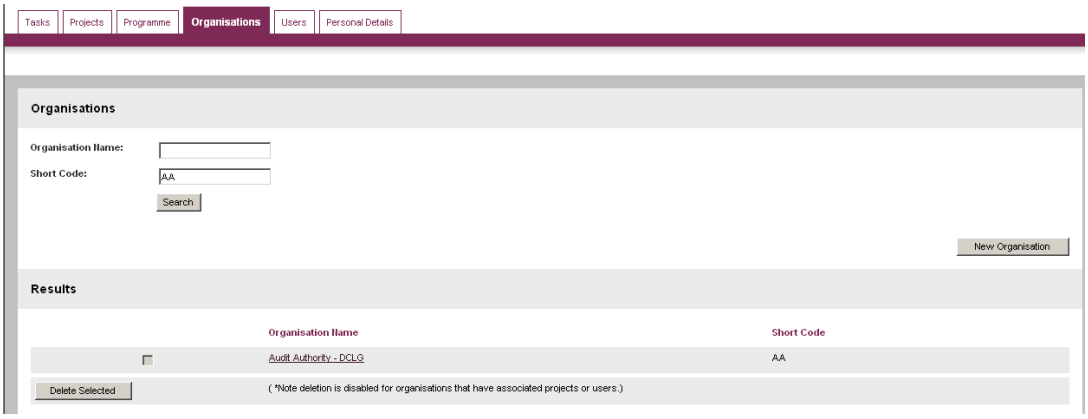


Click OK, the user will be deleted.

4. Editing the Audit Authority Organisation

To add a user you must first search for the organisation you wish to add the user to. As an Audit Authority user you are only able to add a user to your own organisation.

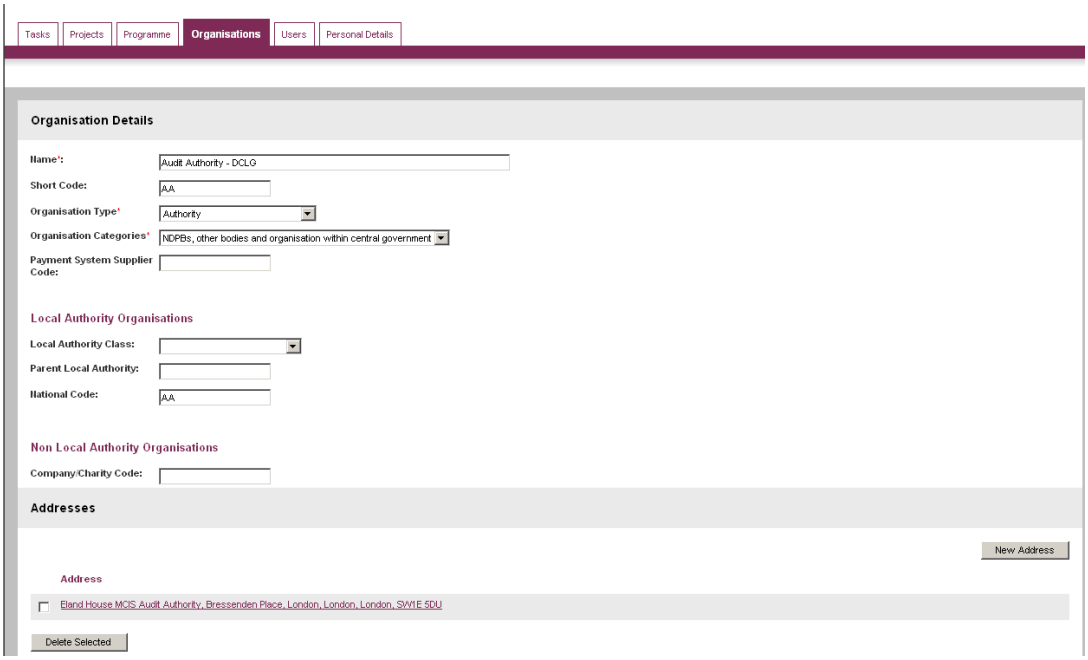
The short-code for the Audit Authority is ‘AA’; you can type this into the short-code field to quickly find your organisation.



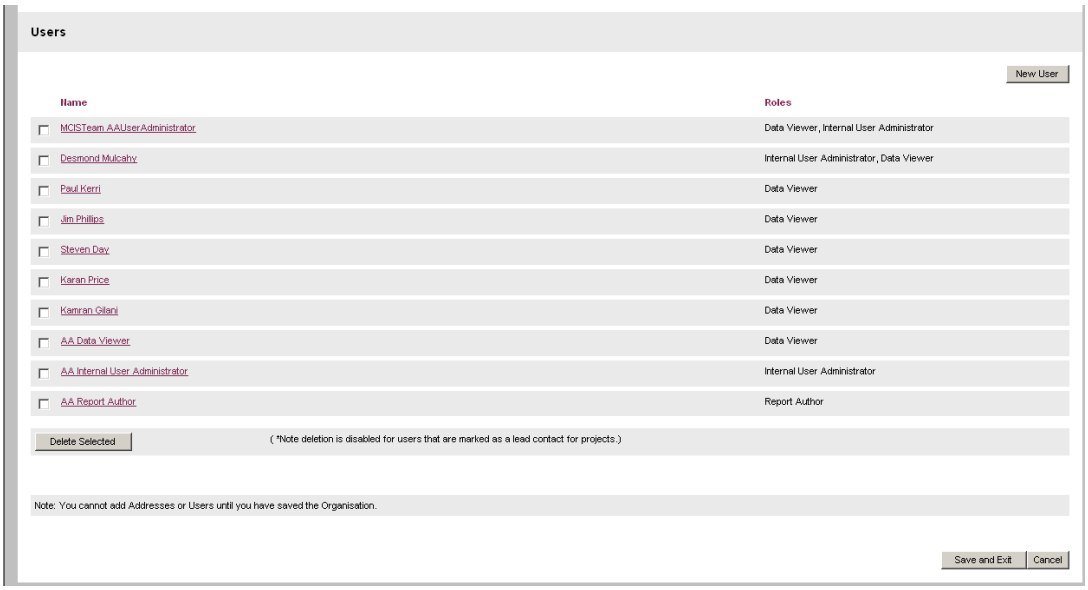
Open the Audit Authority organisation details by clicking on the Audit Authority hotlink.

The **Organisation Details** page displays.

- The first half of the screen lists information about the Audit Authority organisation, all the details listed here can be edited, and new addresses can be added.



- The second half of the page displays a list of all existing MCIS Audit Authority users. New users can be added, and users can be deleted.



After any changes are made, click **Save and Exit**.